

**Information Network of Kansas  
Board Meeting  
June 7, 2007**

The June 7, 2007 meeting was held at the KDOT Office, 700 SW Harrison, 2<sup>nd</sup> Floor, Topeka, KS 66603. At 10:00 a.m. Chairman Yunk called the meeting to order.

The following Board members and proxy were present: Stan Ahlerich, Tim Blevins, Cynthia Dunham, Duncan Friend, David King, Dennis Slimmer, Ron Thornburgh, Joan Wagnon, Roger Winfrey, Tom Winters, and Dan Yunk. Others present were: Jim Hollingsworth, INK Executive Director; Lisa Counts, Brent Hoffman, Scott Morrison, and DiAnna Wages of Kansas Information Consortium (KIC); Phil Elwood, INK General Council; Dan Korber, Kansas, Inc.

Yunk noted Board members should check their schedules to determine if there would be conflicts with the July 5, 2007 INK Board meeting.

**Approval of Minutes**

Yunk referred to the minutes of the May 3, 2007 meeting and requested corrections. A motion was made by Slimmer to approve the May 3, 2007 Minutes. Seconded by Thornburgh. Motion carried.

**Executive Director Report**

Hollingsworth provided the Board with an update on the ITEC Board Strategic Information Management (SIM) Plan discussion, held at the May 24, 2007 ITEC Board meeting. Hollingsworth noted they may develop an INK grant request to assist with the development of the State's SIM Plan, and ITEC had selected the BETA Group to lead the development of the plan, incidentally, this was the same group whose methodology the INK application assessment scoring was based. Hollingsworth noted this would provide a tremendous advantage for INK to tightly align INK methodology with the State IT Plan. Discussion ensued.

It was noted that Denise Moore was Chair of the ITEC Board.

At 10:03 a.m. Friend joined the meeting.

At 10:05 a.m. Elwood joined the meeting.

Hollingsworth provided the Board with an update regarding the Mize Houser & Company annual contract for accounting services, and recommended Board approval. Discussion ensued.

A motion was made by Winters to approve the renewal of the contract between INK and Mize Houser & Company. Seconded by Thornburgh. Motion carried.

Hollingsworth provided the Board with an update regarding the Qwest Security Services contract for testing portal security penetration, and recommended Board approval. Hollingsworth noted INK used Fishnet Services last year, and the intent was to utilize different vendors each year for penetration testing, in order to change the tools used to perform the test and perhaps catch any issues of which the other firm's tools may be unaware. Discussion ensued.

A motion was made by Slimmer to approve the contract between INK and Qwest Security Services. Seconded by Dunham. Motion carried.

Hollingsworth provided the Board with an update regarding ITAB and issues facing the State's IT enterprise. Hollingsworth noted the group had met May 15, 2007, and both himself and Blevins presented on the Security

Assessment document and invited the group to training in June, noting the number of specific questions had significantly increased from last year.

Hollingsworth noted grants availability, including the INK strategic portion, had been announced. Hollingsworth noted he had an inquiry from the Kansas Department of Agriculture in regards to submitting grants after the June 1, 2007 deadline, noting it was the Board's preference in regards to this decision. Discussion ensued regarding this issue.

Yunk noted the Board's consensus was to stay within the guidelines and structure of the grant process, as INK has spent considerable time and resources developing structure for the granting process; however, Yunk noted this decision was not met as a deterrent, and recommended the Department of Agriculture and all other interested entities apply during future rounds of INK grants.

Hollingsworth provided the Board with an update regarding the grant procedures and guidelines revision, noting the Grants Committee had met and performed a detailed review of the current policies and procedures. Hollingsworth noted the revised draft provided additional description of INK and the purpose of the grants, but primarily incorporated additional information requirements for grant requestors. Some of these additions included:

- Description of the scoring criteria;
- Original grant request to Committee performed in person by requestor;
- Mandatory quarterly reporting;
- Proposed Project Template document if initiative requires respective Branch CITO approval;
- Mandatory Project Budget; and,
- Final Report, given to the INK Board after grant has completed.

Discussion ensued regarding the new grant policies and procedures.

Hollingsworth noted former Board member Flanders was Chair of the Grants Committee, and King had been serving as Interim Chair of the Grants Committee, and recommended King as Chair of the Grants Committee.

A motion was made by Thornburgh to appoint King as Chair of the Grants Committee. Seconded by Slimmer. Motion carried.

A motion was made by Ahlerich to approve the draft INK Granting Policy and Procedures document, making the changes effected for the December 2007 granting period. Seconded by Winfrey. Motion carried.

Hollingsworth noted the Board of Tax Appeals had requested an extension on their Case Management System Project, for August 2007. Hollingsworth recommended extending the project to December 2007.

A motion was made by Thornburgh to grant an extension to the Board of Tax Appeals Case Management System project to December 2007. Seconded by Winters. Motion carried.

Hollingsworth provided the Board with an update on the UMB Line of credit, noting he was waiting on a cost proposal from UMB.

### **Network Manager Report**

At 10:23 a.m. Wagnon joined the meeting.

Counts provided an overview of the KIC Financial Report, noting March and April 2007 were on track. Counts inquired whether the Board had any preferences regarding the format and information included in the KIC Financial Report. Discussion ensued.

Hollingsworth noted this report was originally designed to monitor the Network Manager, and with the budgets of both INK and KIC aligned this year, the focus could be shifted.

Ahlerich noted streamlining of the report would be useful.

Yunk noted the Board's consensus was to streamline the report. Counts noted an example would be provided at the next meeting.

Counts highlighted aspects of several INK services over the past month, noting the portal redesign had been a major focus over the past several months, and the new design was launched on May 16, 2007. The new design had been presented to ITAB, State Public Information Officers (PIOs), and the INK Board.

Counts noted the Kansas Real Estate Appraisal Board launched its online renewal application.

Counts noted the Office of Judicial Affairs (OJA) continues to bring district court searches online, launching five new courts during May – Reno, Ellis, Trego, Rooks, and Gove Counties.

Counts noted the Kansas Department of Agriculture launched its Pesticide Dealers Registration on May 29, 2007, and the agency immediately requested INK begin another project slated for the 3<sup>rd</sup> quarter.

Blevins requested clarification on how the Agriculture Pesticide Dealers Registration application and future licensure and business registration applications will be developed in relationship to the Kansas Business Center.

Counts referenced the work on the Pesticide Dealers Registration and discussed the dialogue that had taken place with the Kansas Department of Agriculture in relationship to other components of the Kansas Business Center already in place. Counts stated the Kansas Business Center will continue to be enhanced as the enterprise business center portal for licensure and registration activities across Kansas Government.

Discussion ensued regarding the Network Manager Report.

Thornburgh requested clarification on the court searches, whether any larger counties have participated. Counts noted it had been a mixture of small, medium, and large counties thus far.

Dunham requested clarification on the INK Counsel review of the Contract Template. Counts noted this was in process, but not complete yet.

Counts noted there was one service request for the Board to review:

- Service Request 377 from the **Kansas Bureau of Investigation (KBI)** requested INK provide a rewrite of the Online Offender Search due to legislation passed during the 2007 Legislative Session. This will be created as a free service. Development of the INK service is at no cost to KBI.

Counts noted there were eleven new contracts for the Board to review:

- The **Kansas Department of Labor Collection/Payment Portal** would use an Application Programming Interface (API) published by Kansas.gov to modify existing applications to submit unemployment insurance contributions for payment through the KanPay payment portal. The API would allow businesses to use electronic check or credit card to may contributions, and it can be easily adapted for use by other agencies.
- The following counties request INK assistance for providing online district court searches: **Geary, Gove, Marion, Morris, Ottawa, Reno, Rooks, Saline, and Trego.**

- The **Kansas Division of Emergency Management** requests INK assistance in providing an online data collection and payment portal that will allow persons to submit information and pay by electronic check or credit card.

A motion was made by Winfrey to approve the following Service Requests and Contracts: Service Request 377 with the Kansas Bureau of Investigation; the Kansas Department of Labor/Payment Portal Contract; the Online District Court Searches with Geary, Gove, Marion, Morris, Ottawa, Reno, Rooks, Saline, and Trego Counties; and the Kansas Division of Emergency Management Contract. Seconded by Winters. Motion carried.

Counts provided a presentation on the Kansas.gov portal redesign, which was released on May 30<sup>th</sup>, 2007. Discussion ensued.

### **INK Counsel**

Elwood provided an overview on the Network Maintenance and Escrow Agreement Contract Amendment, noting he had been over it with both Hollingsworth and Counts. Elwood noted the issue regarding the delivery of backup tapes and how they were stored had appeared again in the language, reminding the Board of the discussions on this issue during previous years.

Elwood noted he needed to further review the language and work with KIC Counsel on clearer language. Elwood noted he would come back to the July meeting with an improved amendment.

Elwood noted the Bylaws Review discussion would be better served in Executive Session, and recommended reviewing the Treasurer's Report before going into Executive Session.

### **Treasurer's Report**

Thornburgh provided an overview of INK Financial Statements for the Period ending April 30, 2007. Thornburgh noted overall the financials looked good, grants were up, revenues were up, and expenses were down.

A motion was made by Thornburgh to approve the INK Financials for the period ending April 30, 2007. Seconded by Wagnon. Motion carried.

Friend noted the percentages in the financials may be misleading, and a further discussion or change to the methodology would provide a more accurate depiction of what each service is actually contributing to the bottom line, not the top line. Discussion ensued.

### **INK Counsel**

At 11:15a.m., a motion was made by Thornburgh requesting that the open meeting of the Information Network of Kansas be recessed for a closed, executive meeting pursuant to Joint Rule 5 of the Joint Rules of the Senate and House of Representatives and subsection (b) (13) of KSA 2000 Supp. 75-4319, as amended by Section 2 of Chapter 190 of the 2001 Session Laws of Kansas, for the purpose of consultation with an attorney for the body or agency which would be deemed privileged in the attorney-client relationship. Thornburgh requested Board Proxy and INK General Counsel be included in the Executive Session.

No binding action shall be taken during closed or executive recesses.

And that the Information Network of Kansas resume the open meeting in this room, at 11:45., and that this motion, if adopted, be recorded in the minutes of the Information Network of Kansas and be maintained as a part of the permanent records of the Board; Seconded by Wagnon. Motion carried.

At 11:45 a.m., the INK Board came out of Executive Session and no binding action was taken.

At 11:45 a.m. Wagnon left the meeting.

At 11:45am, Thornburgh requested that the open meeting of the Information Network of Kansas be recessed for a closed, executive meeting pursuant to Joint Rule 5 of the Joint Rules of the Senate and House of Representatives and subsection (b) (13) of KSA 2000 Supp. 75-4319, as amended by Section 2 of Chapter 190 of the 2001 Session Laws of Kansas, for the purpose of consultation with an attorney for the body or agency which would be deemed privileged in the attorney-client relationship. Thornburgh requested Board Proxy and INK General Counsel be included in the Executive Session.

No binding action shall be taken during closed or executive recesses

And that the Information Network of Kansas resume the open meeting in this room, at 12:05pm., and that this motion, if adopted, be recorded in the minutes of the Information Network of Kansas and be maintained as a part of the permanent records of the Board; Seconded by King. Motion carried.

At 12:05 p.m., the INK Board came out of Executive Session and no binding action was taken.

At 12:05pm, Winters requested that the open meeting of the Information Network of Kansas be recessed for a closed, executive meeting pursuant to Joint Rule 5 of the Joint Rules of the Senate and House of Representatives and subsection (b) (13) of KSA 2000 Supp. 75-4319, as amended by Section 2 of Chapter 190 of the 2001 Session Laws of Kansas, for the purpose of Personnel matters of non-elected personnel. Winters requested Board Proxy and INK General Counsel be included in the Executive Session.

No binding action shall be taken during closed or executive recesses

And that the Information Network of Kansas resume the open meeting in this room, at 12:20pm., and that this motion, if adopted, be recorded in the minutes of the Information Network of Kansas and be maintained as a part of the permanent records of the Board; Seconded by Ahlerich. Motion carried.

At 12:20 p.m., the INK Board came out of Executive Session and no binding action was taken

At 12:20pm, Winfrey requested that the open meeting of the Information Network of Kansas be recessed for a closed, executive meeting pursuant to Joint Rule 5 of the Joint Rules of the Senate and House of Representatives and subsection (b) (13) of KSA 2000 Supp. 75-4319, as amended by Section 2 of Chapter 190 of the 2001 Session Laws of Kansas, for the purpose of Personnel matters of non-elected personnel. Winfrey requested Board Proxy and INK General Counsel be included in the Executive Session.

No binding action shall be taken during closed or executive recesses

And that the Information Network of Kansas resume the open meeting in this room, at 12:35pm., and that this motion, if adopted, be recorded in the minutes of the Information Network of Kansas and be maintained as a part of the permanent records of the Board; Seconded by Thornburg. Motion carried.

At 12:35p.m., the INK Board came out of Executive Session and no binding action was taken

There was discussion related to the evaluation process for the INK Executive Director. It was stated that there will be a complete review of the evaluation process and a performance review will be conducted within 90 days of the end of the next employment contract date of July 1, 2008.

A motion was made by Winfrey to approve the renewal of the employment contract of the INK Board Executive Director Jim Hollingsworth. The employment contract will be unchanged with a 2% increase to begin on the start date of the new contract to coincide with the State's fiscal year; Seconded by Thornburg. Motion carried.

The INK Executive Director subcommittee for evaluation was instructed to meet with Hollingsworth between the June and July meeting and discuss any issues or concerns for the most recent evaluation period.

The next INK Board meeting will be on July 5<sup>th</sup> 2007.

There will be no August 2007 INK Board Meeting.

A motion was made by Winfrey to adjourn the INK Board meeting at 12:47pm; Seconded by Slimmer. Motion carried.

With no further action, Yunk adjourned the meeting at 12:47pm.

Respectfully submitted

A handwritten signature in cursive script, appearing to read "Joan Wagnon".

Joan Wagnon  
Secretary